

PREPARE WITH CARE

Addressing Your Mail

- Single space the address.
- Type in all caps.
- You may use both a Post Office box number and a street address. The address where you want the mail delivered must appear on the line immediately above the bottom line.
- Do not use commas or periods.
- Leave at least two spaces between the State abbreviation and the Zip Code.
- Limit number of lines in address to five.

Example of good addressing:

JOHN DOE
JOHNSON MANUFACTURING
PO BOX 200 ← (MAIL WILL BE DELIVERED HERE)
PORTLAND OR 97214-1234

Mail Classes

First-Class Mail – A class of mail that includes all matter wholly or partly in writing or typewriting, all actual and personal correspondence, all bills and statements of account, and all matter sealed or otherwise closed against inspection. Examples: letters, postcards, statements/bills. Priority Mail is a sub class of First-Class Mail. Postcards, letters, large envelopes, and small packages can be sent using First-Class Mail. Estimated delivery time is 1-3 days.

Priority Mail – First-Class Mail that weighs more than 13 ounces and, at the mailer's option, any other mail matter weighing less than 13 ounces mailed at Priority Mail rates. Priority Mail provides expedited delivery. Any mailable matter may be sent as Priority Mail. Each piece of mail must be endorsed "Priority." *PDMB has a limited supply of Priority Envelopes available at the mail center.* Estimated delivery time is 1-3 days.

Express Mail – A mail class that provides expedited delivery service. This is the fastest mail service offered by the USPS. *This is used by Veterinary Services in some of the field offices. Delivery time is 1-2 days.*

Package Services – A class of mail that comprises four subclasses: Bound Printed Matter, Library Mail, Parcel Post, and Media Mail. There is no minimum weight limit for Package Services.

Media Mail – A subclass of Package Services that consists of books, sheet music, printed educational material, film, videocassettes, and computer prerecorded media such as CD-ROMs. *Commonly used in the Riverdale mail center.*

Special Services

Registered Mail – Provides maximum security. Includes proof of mailing at time of mailing and the date and time of delivery or attempted delivery. The fee for this service starts at \$7.50 and is based on the value of item. Return Receipt can be added to confirm delivery.

Return Receipt – Provides a postcard (green) with date and time of delivery and recipient signature. For those occasions when you require information showing when and to whom a piece of mail was delivered. This information is available as an ADDITIONAL SERVICE with Registered, Certified, and Express Mail. The words, “RETURN RECEIPT” must be typed on the envelope. The fee for this service is \$1.75.

Certified Mail – A service that provides the sender with a mailing receipt. A delivery record is maintained by the USPS. This type of mail must be sent at First-Class Mail or Priority Mail rates. Certified mail may be combined with return receipt service and restricted delivery service. The charge for this service is \$2.30.

Forms for these special services are available in the Riverdale mail center. You do not need to figure costs of mailing items. The mail center will take care of it for you.

For questions about mail, please contact the following:

Bennie Leaphart	734-3851
Milton McKinney	734-4482
Mail Center	734-4484

Barbara Barrett	734-5912
MRP Mail Manager	